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Citibank's E-mail Notification on Monthly Reporting

Citibank's recent release noting changes within the CitiDirect on line system caused an unexpected glitch in their e-mail notification functionality. Along with that problem, they discovered that some of the needed TBR reports for the Purchase and Travel Card Programs have not been available to users as they were in the past. Citibank is working on both the TBR reporting accessibility as well as restoring their e-mail notification system to the users. Approving Officials, who are mandated to keep the TBR summary reports of their cardholders' activities, have not been able to access the summaries. A large percentage of Approving Officials completely rely in the Department's CAMS CPCS system for their reporting. DOC's Risk Management team will review the policy for records retention and determine if the reports available through CPCS will suffice as official record keeping. A decision in this favor will be updated in the Commerce Acquisition Manual Purchase Card Procedures Manual (CAM) 1313.301.



SmartPay Newsletter

JANUARY 2005

Modification to CAM 1313.301 DOC Purchase Card Policy

The modification to the Department of Commerce (DOC) Purchase Card policy—Commerce Acquisition Manual (CAM 1313.301) is the second installment of changes to address issues for the overall improvement of the program. Other issues that have been identified as requiring changes are roles and responsibilities, Section 508 compliance, recurring charges above \$2500, creditworthiness, and will be forthcoming in subsequent modifications to 1313.301.

Background: The Director of OMB issued memorandum M-02-05 in April 2003.

The memorandum requested agencies to conduct a comprehensive review of their internal controls for purchase and travel card expenditures, and submission of remedial action plans for both programs. In order to meet OMB's request and to continually strengthen our program, DoC established

a Purchase Card Risk Management team whose two-fold mission is to strengthen management of the purchase card program and propose changes for continuous and overall improvement of the Department's policy (CAM 1313.301).

The first installment of changes were issued through CAM Notice 04-01 in February 2004. Risk Management continue to meet on a quarterly basis to evaluate the priorities involved in proposing the next group of CAM policy updates.

The updated CAM is now posted on Office of Acquisition Management's web site at http://oam.ocs.doc.gov/CAPPS_cam.html along with CAM Notice 05-01..... Dated February 1, 2005.

From: Office of Acquisition Management dated 1/28/05



Section 508 Micropurchase Training

GSA has developed training pertaining to Section 508. The free training includes a new course module on Micro-Purchases/Credit Card Training. It is available on the GSA web site at: <http://www.section508.gov/>

The "Buy Accessible" wizard tool assists users in determining and documenting Section 508 requirements that apply to a particular E&IT acquisition.

DOC will issue guidance on the mandatory training, who is to be trained, and how the training will be managed within the agency.

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IRS Finalizes QPCA Regulations

For SmartPay users, the announcement that the IRS has finalized Qualified Payment Card Agent (QPCA) regulations is welcome news! IRS regulations require that agencies report payments to "service" suppliers exceeding \$600 per calendar year. QPCA is an IRS designation granted to payment card organizations that demonstrate the ability to meet IRS standards for the collection, validation, maintenance, and distribution of supplier information needed for IRS

Form 1099-MISC reporting. The QPCA regulations permit payment card organizations such as Visa to enter into a five-year agreement with the IRS to solicit and validate supplier TINs on behalf of cardholders and minimizes an agency's need to solicit TINs from suppliers. As a QPCA, Visa will be permitted to participate in the IRS TIN Matching Program. Visa will apply to the IRS for QPCA status and will keep us informed about Visa's participation in the QPCA program.

The Commerce Bankcard Center is well underway with issuance of 1099-MISC for 2004 Purchase Card transactions. The process is being handled by a contractor that uses the Visa file to check for charges above \$600, vendor names, TINs and addresses. The contractor prints and mails 1099s to our service vendors. On March 15, the contractor sends an electronic file to the IRS.